Application Procedure for 2017, Admission Fee Exemption / Deferred payment

※The way to obtain application forms has been changed. Please see “2. Documents to be submitted by international students” for more details.

1. Application Process

【Period】※Excluding Sat, Sun and Nat. Holidays (Note: Postal application not accepted)

Students entering in April 2017

Same as the admission procedure period for the affiliated department or graduate school

※Students who wish to apply for both admission fee and tuition exemption should submit their applications together during the submission period for admission fee exemption.

【Location】Scholarship Team, Student Scholarship and Welfare Group　Tel: 03-5841-2547 / 2548
Student Support Center 1st Floor (next to Gotenshita Memorial Arena) (9:00～17:00)

★Prepare early when applying
※Please be aware that the enquiry desk becomes crowded as the closing date nears.

(1) Please apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group.

※If it is difficult for you to apply in person, you may ask a proxy to submit your application in your place. In that case, please make sure that the proxy brings his/her identification and a proxy letter (with your name and seal/signature) entrusting the proxy with the application.

(2) To verify that you are newly entering the University of Tokyo in April, please bring your Certification of Admission.

(3) Applications for exemption/deferred payment of admission fee must be submitted without fail prior to the admission procedure. The admission procedure should be carried out only after being given a receipt for the application(s).

(4) Applications submitted after the closing date will not be accepted whatever the reason. Please prepare the documents well in advance and apply as early as possible.
※Please contact the enquiry desk in advance if there are documents which cannot be produced within the application period.

2. Documents to be submitted by international students

※Please download the application forms from the URL below:
http://www.u-tokyo.ac.jp/stu02/h01_02_07_j.html

※When submitting, please include all the documents into the application envelope.
※All envelopes and Admission Fee Exemption Application Card & Receipt will be distributed by Scholarship Team or at the office of the affiliated department / graduate school.

(1) If you live in Japan alone, please prepare the following documents.

★Application for Admission Fee Exemption – Academic Year 2017
★Record of Independent Household Finances：独立家計調書(様式 2)
★Statement (Certification) Regarding Part-time Work：本人のアルバイトに関する申立(証明)書(様式 1)
●Admission Fee Exemption Application Card & Receipt (document divided into three parts)：申請カード・受理票
●Stamped self-addressed envelope (with a JPY 82 stamp, size of 120mm × 235mm)
●Application envelope (Pink, size of 240mm × 332mm)

★：download　●：distribution
(2) If you live in Japan with your family, please submit documents for family members (partner/parents/child) living in Japan only.

However, even if you are living with your family, please make sure you submit the [Record of Independent Household Finances 独立家計調書(様式2)].

3. Notification of selection results

(1) The result of the selection is usually sent out at the beginning of June. If no notification arrives by the middle of June, please contact the Scholarship Team, Student Scholarship and Welfare Group.

- If exemption is granted, depending on the situation of the family finances, the exemption will be for half the value of the admission fee.
- If deferral of payment is granted, then the extension will be until the end of August.

(2) Please make sure to supply a designated, stamped self-addressed envelope for the notification of the selection results.
※ Notification of the results cannot be sent without a stamped self-addressed envelope.
※ The envelop will be distributed by the scholarship team or at the office of the affiliated department / graduate school.

4. Precautions

(1) Please be aware that the possibility of getting an admission fee exemption is low. Also, as the University only offers partial exemption, it is not possible to receive a full exemption for the admission fee.

(2) For students enrolling in April, the result of the admission fee exemption application will be sent to the applicants around early June, and full or half amount of the admission fee must be paid within 14 days after the notification of the result. If you do not pay the admission fee by the designated deadline, you will lose the status as a student of the University of Tokyo according to our school rules. Please be sure to prepare sufficient money beforehand so that the admission fee can be paid by the middle of June.

(3) Payment of admission fee by persons applying for admission fee exemption / deferred payment will be deferred until the results of the screening are determined. However, please note that eligibility will be invalidated if the applicant pays the relevant fees before the results are determined.

(4) A deferred payment plan is available for payment of the admission fee. If you would like to opt for this plan, please submit a deferred payment application form. (This is different from the form for exemption)

(5) English-speaking administrative staff may not be available at the time of your application. In that case, the staff will ask you questions only in Japanese. For those international students who have difficulty with Japanese, we suggest that they are accompanied by someone who understands Japanese well for assistance.

(6) The Social Security and Tax Number (Individual Number) System has been introduced in Japan from January 2016. If your Individual Number is written in any of the documents that you need to submit for this application, please paint over the Number with a black pen and make sure that it cannot be read before submitting the document.